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1 November 1971

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Information for Report to Colonel White

1. The following is in confirmation of information given to you orally early last week, in response to your request for information concerning:

a. Printouts of computer-prepared reports originating in the DDI.

b. Computer Output Microfilm (COM) prepared in lieu of printouts.

c. An account of DDI activity leading to the establishment of "office of record" responsibility.

2. I ran a survey of each DDI component which revealed that:

a. CRS produces only one COM report every six months, the AEGIS Index to Finished Intelligence. This report is sent to Vital Records, where it is kept for 18 months then deposited in Archives. The Vital Record volume for this item is 2 cu. ft. and remains constant.

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b. IRS has 6 cubic feet of IBM listings at [REDACTED] and is adding to the collection at the rate of 1 to 2 cubic feet every 2 years. The listings pertain to the Joint Reconnaissance Committee Program for which IRS is directly responsible to the DCI and the DDI. These records are held with an "indefinite" disposition instruction, in order to allow some time to determine their useful operational life. There are no plans to convert this small volume to COM.

c. No other DDI component has either print-outs or COM on deposit at [REDACTED] and no such deposits are contemplated.

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Excluded from automatic
downgrading and
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3. A meeting of all DDI Records Management Officers was held on 24 September 1971, at which time the formulation of a Permanent Retention Plan for the Intelligence Directorate was discussed, and guidance in how to begin work on such a plan was provided. The RMO's were asked to submit first working drafts on their component plans by 15 December 1971. I am not able to predict when the Retention Plan for the DDI will be completed.

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Records Administration Officer, DDI

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